

August 4, 2022

Dear Prospective Offeror,

REQUEST FOR PROPOSAL NO. 360363

Central Plateau Cleanup Company (CPCC) is interested in receiving proposals for **Manhattan Project National Historical Park (MAPR) Facility Management Services** for the Prime Contract No. 89303320DEM000030 with the U.S. Department of Energy.

This procurement action will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals. The process is further described in the following Request for Proposal (RFP) Instructions in section 1.1.

Information regarding the services required and instructions for the preparation and submission of proposals are contained in the following RFP.

This solicitation is a small business set aside (reference section 6.8).

The anticipated schedule for this RFP activity is as follows:

- ✓ Notice of Intent to Propose: 8/11/22
- ✓ Questions Due: 8/11/22
- ✓ eSourcing Event/Proposals Due: 8/18/22

Best regards,

Toree Conatore, Contract Specialist
Procurement and Supply Chain
toree_p_conatore@rl.gov



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**MANHATTAN PROJECT NATIONAL HISTORICAL PARK (MAPR) FACILITY
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Acronyms

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
RFP	Request for Proposal
SOW	Statement of Work
CPCC	Central Plateau Cleanup Company



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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

Central Plateau Cleanup Company (CPCCC), herein referred to as the Buyer, acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a Firm Fixed Price type of contract to provide **Manhattan Project National Historical Park (MAPR) Facility Management Services**.

Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors.

Section B contains Representations and Certifications and other documents, which Offerors may be required to complete, sign and return with their proposal, as well as a Draft 4-Part Contract, which contains:

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms, Contract Provisions & Attachments
- Part IV – Special Terms

Buyer may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

1.1 eSourcing Event Process

This Solicitation requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Offeror's notification of intent to propose, the Buyer will provide the Offeror an email notification with a link to the SCMC eSourcing event including access instructions. Offeror will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement bid. Upon the Offeror's submittal of their initial price and after commencement of the event, the Offeror will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. An Offeror may revise and submit lower pricing until the event expires. Pricing cannot be increased.



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The tool will not disclose the Offeror's proposed price to other Offerors, nor will it disclose the lowest proposed price.

2.0 BUYER BASIS OF AWARD

The Buyer intends to award a contract as a result of this RFP to the responsible Offeror whose offer conforms to the requirements of this solicitation and is determined to be the most advantageous technical and price proposal.

The basis of award is the lowest evaluated price of an Offeror who is determined to be responsible and responsive to the RFP.

2.1 Acceptance or Rejection of Proposals

The Buyer reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. The Buyer may

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

2.2 Responsiveness Determination

The Buyer will determine if the Offeror is responsive to the Buyer requirements and eligible for award. This evaluation may include (but is not limited to) information gathered from other sources, including safety performance, financial stability and past performance for the Buyer or other customers. The determination may be made at any time by the Buyer without additional questions or revision. The Buyer may waive minor informalities and irregularities in offers received.

2.3 Proposal Costs

The Buyer is under no obligation to pay proposal preparation costs.

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2.4 Award Notification

The Buyer will notify all of the Offerors after Buyer selects an Offeror for award. There will be no public opening of proposals.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described in the following sections.

Proposal must clearly and convincingly demonstrate that the Offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about Offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials which do not specifically relate to the proposal.

3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and Offeror's ability to perform successfully as proposed. Offerors who submit proposals which are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration.

Proposals shall be organized in the manner listed in Sections 3.2 through 3.3 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal. Where estimated labor hours will provide clarity, propose them as hours only with no indication of price in the technical proposal.

3.2 Volume I – Technical Proposal

Volume I shall describe the proposed technical and management approach in sufficient detail to ensure that the requirements of the Statement of Work (SOW) are met. Simply repeating the SOW requirements or merely offering to perform the work may result in the offer being determined technically unacceptable.

- **Company Experience** - Discuss the Offeror's prior record, in performing services similar in size, content, and complexity to those required in this RFP.
- **Resumes** – Provide a current resume for each proposed individual qualified to perform the scope outlined in the SOW section 3.1. Candidates shall have qualifications that



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match the SOW section 5.1. Candidates must be able to work onsite for the tasks.

3.3 Volume II – Cost/Price and Contractual Proposal

Use the Pricing Template (see Section B) to show labor categories, rates and estimated hours for 10-hour working days only (not including Federal holidays or overtime).

- a. Meeting attendance, travel and any other costs that may be incurred shall be included in the Firm Fixed Price.
- b. CPCCo shall provide Contractor staff task or facility specific training as required for site and facility access and safe performance of assigned tasks.

3.4 Offeror's Acceptance

The contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

3.5 Exceptions to Technical Requirements and Other Terms and Conditions

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offerors are notified that the Buyer considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from the Buyer. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, the Buyer may determine that the proposal is non-responsive.

3.6 Proposal Validity Period

A proposal shall remain firm for 120 days after the proposal due date.

4.0 QUALIFICATION STANDARDS

Information such as experience, proposed work plans, past performance, key personnel, available resources and equipment and any other information available may be used by the



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Buyer in evaluating the Offeror's capabilities, responsibility and responsiveness to the solicitation.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Questions and Comments Regarding the RFP

The Offeror shall submit via email to the Contract Specialist any comments or questions regarding the RFP to the Contract Specialist in writing no later than **4:00 PM PST on 8/11/22**.

The Buyer will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, the Buyer will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

5.2 Notification of Intent to Propose

The Buyer requests that a prospective Offeror notify the Contract Specialist via email by **4:00 PM PST on 8/11/22** indicating that the Offeror intends to submit a proposal in response to this RFP.

5.3 eSourcing Event

The eSourcing event will take place at **1:00 PM (PST) on 8/18/22**. This event is a Reverse Auction.

5.4 Deadline

Following the eSourcing event, all electronic proposals are due by **4:00 PM (PST) on 8/18/22** to the Contract Specialist via email. Buyer reserves the right to reject any proposal received after the deadline.

5.5 Submittal Address

All proposals must be submitted via email to toree_p_conatore@rl.gov. The Contract Specialist will confirm receipt of the Offeror's proposal. It is recommended that the Offeror turn on 'read receipt' in Outlook.



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5.6 Withdrawal

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

5.7 RFP Amendments

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

6.0 NOTICES TO OFFERORS

6.1 Precedence of Requirements

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

6.2 North American Industry Classification System (NAICS) Code and Size Standard

Buyer has determined that North American Industry Classification System (NAICS) Code 541611 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$21.5M.

6.3 Identification of Proprietary Data

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be "proprietary data," the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary. To the extent that the restrictive marking prevents the Buyer from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

6.4 Certified Cost or Pricing Data

The Offeror is not required to provide certified cost or pricing data. However, the Buyer may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if Buyer cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).



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6.5 Financial Capability Determination Information

Buyer reserves the right, prior to award, to require the Offeror to submit information that Buyer will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by Buyer.

6.6 Subcontracting

Offeror may **not** subcontract any significant portion of this contract without first obtaining concurrence of Buyer to the proposed subcontract scope and subcontractor(s).

Offeror is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Offeror shall furnish Buyer a list of all proposed lower-tier subcontractors who are proposed to perform work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be submitted with the proposal and if a Contract is issued then the list **MUST** be updated with changes during Contract performance. Use the Subcontracting form and instructions located on this [webpage](#).

Buyer reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable;
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site; and/or
- require the replacement, at Offeror's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

6.7 Identification of Service Animals

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the services support animal has been trained to perform. Service support animals "in training" are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and "comfort animals" are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded



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from the workplace if the work site cannot support reasonable accommodations. For more information, see the Hanford Site Procedure MSC-PRO-SEC-417, Appendix A-5, p.16.

6.8 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns, including Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and service Disables Veteran Owned may self-certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.

6.9 Required Price Support Information

The seller may be required to submit information sufficient to determine that the prices or costs being charged are reasonable, fair and realistic. Such information may include pricing, sales, or cost information that is pertinent to establishing the pricing or costs being charged.

Certified cost or pricing data need not be submitted.

For example:

1. For items where pricing is controlled, by law or regulation, by periodic rulings, reviews, or similar actions of a governmental body; identify and submit the controlling document establishing the price offered.
2. For Commercial items; submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price of this acquisition. Such information may include:
 - a. For catalog items; a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller;

Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;



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- b. For market-priced items; the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;
 - c. For items included on an active Federal Supply Service Multiple Award Schedule contract; a copy of the appropriate pages for the offered items, Schedule cover page, terms and conditions, unless already on file with the contracting office.
3. Additional supporting information, to the extent necessary to determine whether the price is fair and reasonable.

The seller grants Buyer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify the reasonableness of the price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the seller's determination of the prices to be offered in the catalog or marketplace.



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SECTION B – RFP ATTACHMENTS

1. ATTACHMENT 1 – STATEMENT OF WORK
2. ATTACHMENT 2 – DRAFT CONTRACT
3. ATTACHMENT 3 – PRICING TEMPLATE (*return with proposal*)
4. ATTACHMENT 4 - REPRESENTATIONS AND CERTIFICATIONS, SPECIAL PROVISIONS 16 (*return with proposal*)
5. ATTACHMENT 5 – LOWER-TIER SUBCONTRACTORS FORM (*return with proposal*)
6. ATTACHMENT 6 – EXECUTIVE COMPENSATION CERTIFICATION (*return with proposal*)